

~~SECRET~~

12 September 1968

MEMORANDUM FOR: Deputy Director of Personnel,  
Planning and Control

SUBJECT : Contract Personnel Accounting System

Answers to the following questions must be obtained before we can complete the identification of data elements and establishment of the coding structure to produce inventories, establish controls or to provide for an interface with a payroll system.

Hypothesis

Is the following hypothesis currently correct and is it likely to change or be expanded in the future?

1. The computerized group is limited to U.S. citizen and resident alien contract employees and career agents and  
[REDACTED]
2. Ceilings will be allocated by Directorate by country.
3. Contracting authority will be vested in Headquarters.

Ceiling

1. Will the ceilings established apply to all non-staffers as a group or will they be reallocated between different categories of non-staff personnel?
2. Will ceilings be reallocated by Directorates to offices? If so, does this apply to the country allocations as well? (Potential problem: several offices have personnel in the same country).
3. What is the determining factor for counting an individual against ceiling---amount of pay authorized, type of contract, number of hours authorized, etc.?

This problem could become very complex as contracts call for a number of different remuneration schedules:

Without compensation;

~~SECRET~~

25X1A

When actually employed;

On a part time basis, scheduled or non-scheduled;

On a fee basis per unit of work (varying from a contract to a page, line or word basis).

Some contracts are written for contingencies but in fact the individual is never called to work.

Note: This system is based upon the conditions of the contract and is not capable of capturing actual payments made under the contract. The latter data must be obtained after the claim and payment from a payroll or finance system yet to be considered.

#### Payrolling

1. Will there be a centralized payroll system eventually for these categories?

2. If there are to be exceptions, how will they be handled?

Note: If the personnel system is to transmit the information on entitlements provided for in the contract to a finance system, the capability should be provided for at this time.

#### Costs

1. Are costs of this group an ultimate goal?

2. If so, what constitutes costs, i.e., non-taxable as well as taxable items such as travel, separation, housing, post and equalization allowances, etc.

3. If non-taxable items constitute costs, will these continue to be paid in the field? This is another important item in planning so that the necessary entitlement data can be transmitted to a finance system which ultimately will be responsible for accruing this data as and when paid.

#### Controls and Reports

1. Requirements have been received for reports of on duty strength by country and/or by office, of separations and accessions.

~~SECRET~~

2. Are there other reports that should be programmed at this time?

Position and Position Control

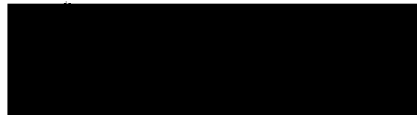
1. Are positions going to be created for this group of employees?

2. If so, will they be reported on a Position Control Register?

Non-staffing positions could be established on the present Position Control Register as a separate non-staffing addendum to each office with a reasonable amount of reprogramming. In any case a decision should be made for guidance in planning the future SIPS system.

We would appreciate it if you would secure the answers to the above questions on behalf of top management. We would be happy to meet with anyone to discuss the problems.

25X1A



~~SECRET~~